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ABSTRACT

Supporting performance objectives 6 and 43 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on preparing and processing requisitions are included in this packet. (The packet is the second in a set of three on performing clerical activities--CE 016 948-950.) The student materials include information on (and an example of) a requisition form and how to process same, two self-tests with answer keys, a check-out activity (which includes necessary sample materials), and an instructor's final checklist for evaluating activity performance. The instructor's manual includes duplicating instructions, suggestions for adminstering the packet activity, an answer key for the check-out activity, and several transparencies and overlays for teaching the use of purchase requisitions, purchase orders, and stock record cards. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the three packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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ED155438

PERFORMING CLERICAL ACTIVITIES

ORDER CLERK

STUDENT MANUAL

Prepared by

Maleeta M. Jones

These materials support
Performance Objectives 6, 43 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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PREPARING AND PROCESSING REQUISITIONS

INTRODUCTION

In practically any type of office a secretary may have the responsibility of ordering supplies. This is done by completing a requisition and sending it to the supply room. In the supply room the order clerk fills your order with supplies on hand. For supplies not in stock, the clerk completes a purchase order and sends it to a supplier. This method is also used to replenish supplies.

DIRECTIONS

If you have completed work on preparing and processing requisitions, read the objective below. If you think you are ready to perform this task, read the Check-Out Activities on page 7. Then arrange with your instructor to complete the Check-Out Activity;

or

If you need to complete learning activities in order to be able to perform the tasks, turn to page 2 and perform the Learning Activities in the order stated.

OBJECTIVE

Given vendor catalogs and a list of supplies and equipment to be ordered, prepare the necessary requisitions. After requisitions have been prepared, process the requisitions so that each request is filled.

LEARNING ACTIVITIES

1	READ Instruction Sheet I, ORDERING SUPPLIES.
	or
2	CHECK YOUR KNOWLEDGE by completing Student Self-Check I, ORDERING SUPPLIES.
3	READ Instruction Sheet II, PROCESSING REQUISITIONS.
	or
4	COMPLETE Student Self-Check II, PROCESSING REQUISITIONS.
	or
5	ARRANGE with your instructor to complete the Check-Out Activities listed on page 7.

Instruction Sheet I

ORDERING SUPPLIES

When ordering materials from the supply room of your company, you will probably be required to fill out a requisition. An example of a requisition is shown below:

PURCHASE REQUISITION

DEPARTMENT: _____ NO. _____

DATE: _____ DATE WANTED: _____

EMPLOYEE REQUESTING GOODS: _____

QUANTITY	ITEM DESCRIPTION	PRICE	EXTENSION

APPROVED BY:

A requisition contains two parts: the heading, containing information concerning when the order was placed, when the goods are needed, and who placed the order; and the body, containing quantity of item needed, item description, unit price, and the extension (quantity times the unit price).

Before the requisition is sent to the supply room, you may need to have it approved by a superior in your department (rules vary from company to company). The requisition should be carefully proofread and verified before submitting it to the appropriate party for approval. This procedure saves time for all concerned, should there be an error.

Student Self-Check I

ORDERING SUPPLIES

(1) Number a plain sheet of paper from 1-10.

(2) Answer the questions below by writing the appropriate answer on your paper.

(3) Verify your answers with the correct responses in key.

FILL IN THE BLANKS

1. A requisition needs to have a complete _____of all items ordered.
2. A requisition has _____ main parts.
3. The _____contains information concerning when the order was placed, when the goods are needed, and who placed the order.
4. The _____ contains information pertaining to quantity, description, and price.
5. Quantity refers to the _____of items needed.
6. Detailed information describing the item ordered is called the item _____.
7. _____refers to the price per item.
8. _____refers to the total cost of a particular item.
9. Sometimes a requisition has to be _____by a superior in the department.
10. A requisition should be verified and _____before sending it to the supply department.

Instruction Sheet II

PROCESSING REQUISITIONS

As a supply clerk, your job will be to fill orders for supplies needed by other members of your firm. Occasionally an employee will order something you do not have in stock. When this happens, you must complete a purchase order and send it to a supplier. The supplier will then send you the needed items and you will be able to send the items requested to the appropriate department.

When you receive a requisition, you must remember to note the date on which it was received. This procedure is vitally important in order that you will know how much time elapses between the person's supply request and the actual processing. You should determine the source of the items. Items that are not on hand will have to be ordered through a supplier. You may need to solicit approval on some orders.

When you have the items requested, you should note any substitutions which have been made and any items which are on order. You should also indicate on the requisition that all items have been received.

Student Self-Check II

PROCESSING REQUISITIONS

On a plain sheet of paper, list the steps involved in processing requisitions.

You may check your answer by the key.

Check-Out Activities

PREPARING AND PROCESSING REQUISITIONS

You are employed by National State Bank (NSB) as a secretary in the bookkeeping department. One of your many duties is to order supplies for your department. The bank has a supply room through which you must requisition supplies. If the supply room does not have something you order, either a substitution is made or the order clerk will order the material from a supplier. During this activity you will requisition supplies and you will also assume the role of the order clerk in filling your order. As order clerk, you must consider cost, quality, and time involved in ordering goods from suppliers.

When an employee needs a certain commodity, a note is placed in your order box, which you check daily. Sometimes you are given the stock number, but in either case, you must check your records to be sure that it is correct.

Type five requisitions for the dates listed, and process the requisition as order clerk.

If something is ordered other than what you have in stock, you will have to prepare a purchase order (shown below). You must get all requests for equipment approved by your superior (your instructor).

Be sure to check the stock record cards (shown next page) for each item ordered and replenish the item when it falls below the minimum. You will replenish stock by ordering from a supplier.

Do not write on pages 9–14; rather, use the blank stock record cards supplied you to record the March balances you will need in making the April transactions from the secretary notes.

You should allow one week for purchase requisition orders and two to three days for purchase orders to suppliers. The Ace scissors are $1.95 each, the IBM executive typewriter is $850.00, the Remington adding machine ribbons are $2 each with 6 in a box.

PURCHASE ORDER

NATIONAL STATE BANK
123 East Main Street
Charleston, SC 29401

TO

ORDER NO. _____
DATE _____
SHIP VIA _____
SHIP TO _____
DATE WANTED _____
TERMS _____

QUANTITY	DESCRIPTION	UNIT PRICE	
	BY _____ Purchasing Agent or Order Clerk		

STOCK RECORD CARD				
ITEM _____ MAXIMUM _____ STOCK NO. _____ MINIMUM _____ UNIT _____				
DATE		QUANTITY RECEIVED	QUANTITY ISSUED	BALANCE

The following supplies are used by your departments in the bank:

8 1/2 x 11 NSB Letterhead	NS-L89-07	$ 7.25/ream
5 x 8 1/2 NSB Letterhead	NS-H90-10	5.25/ream
Canary Second Sheets	SS-873-90	4.50/ream
Blue Midnite Carbon Paper	CP-189-30	1.75/box of 100
Northside Envelopes, large	EN-234-99	14.00/box of 500
Easy-2-Erase Erasers	EE-876-55	2.00/doz.
KO-REC-RITE	KO-888-11	3.00/pkg.
Pink Memo Pads	MO-333-45	24.00/box of 100
Fine-Point Pens, Blue	FP-BLU-99	4.50/doz.
Fine-Point Pens, Black	FP-BLA-87	4.50/doz.
Third-Cut File Folders	TC-345-67	12.00/box of 100
Folder Labels	LL-888-CU	3.65/pkg. of 100
Ace Paper Clips	AC-C75-98	3.25/box of 1,000
Ace Staples	ST-AP1-33	1.25/box of 5,000
Ace Stapler	X8-788-66	12.50 each
IBM Magnetic Cards	MC-IBM-70	15.00/box of 40
Rex Rubber Bands	RB-775-44	2.00/box of 100
Ace Scissors, 7 inch length (17.78 cm)	QS-551-34	1.59 each
Hand Letter Opener	HL-098-78	2.00 each
Adding Machine Tape	AM-8888-9	40.25/case of 100
IBM Selectric Ribbons	IBM-RR-999	10.00/box of 10

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

STOCK RECORD CARD

ITEM 8½x11 NSB Letterhead Maximum 2400
STOCK NO. NS-189-07 Minimum 1000
UNIT Ream

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	1800		1800
	3		300	1500
	10		400	1100
	12	1000		2100
	17		500	1600
	19		700	900
	22	1500		2400
	24		600	1800

STOCK RECORD CARD

ITEM 5x8½ NSB Letterhead Maximum 288
STOCK NO. NS-H90-10 Minimum 48
UNIT Ream

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	240		240
	5		50	190
	9		30	160
	10		90	70
	15	180		250
	19		80	170
	22		130	40
	23	250		290

STOCK RECORD CARD

ITEM Canary Second Sheet Maximum 400
STOCK NO. SS-873-90 Minimum 80
UNIT Ream

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	300		300
	4		72	228
	8		144	84
	14	288		372
	17		96	276
	21		108	168
	24		120	48
	28	192		240

STOCK RECORD CARD

ITEM Blue midnight Custom paper Maximum 360
STOCK NO. CP-189-30 Minimum 25
UNIT Box Qty 100

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	194		194
	5		42	152
	8		108	44
	13	300		344
	18		36	308
	20		72	236
	22		54	182
	25		80	102
	26	288		390
	27		216	174

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

STOCK RECORD CARD

ITEM Northside Envelopes (Long) Maximum 750
STOCK NO. EN-234-99 Minimum 75
UNIT Box of 500

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	325		325
	3		75	250
	8		120	130
	10	600		730
	14		150	580
	17		180	400
	20		350	50
	24	700		750

STOCK RECORD CARD

ITEM Easy-2-Erase Erasers Maximum 525
STOCK NO. EE-876-55 Minimum 50
UNIT Dozen

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	289		289
	6		36	253
	9		66	187
	10		48	139
	14	240		379
	16		132	247

STOCK RECORD CARD

ITEM KO-REC-RITE Maximum 600
STOCK NO. KO-888-11 Minimum 100
UNIT pkg.

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	3	550		550
	10		84	466
	18		108	358
	24		180	178

STOCK RECORD CARD

ITEM Memo Pads Maximum 100
STOCK NO. MO-333-45 Minimum 10
UNIT Box of 100

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	13		13
	1		4	9
	14	75		84
	21		24	60

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

STOCK RECORD CARD

ITEM Fine Point Pens - Blue Maximum 225
STOCK NO. FP-BLU-99 Minimum 30
UNIT Dozen

Date		Quantity Received	Quantity Issued	Balance
19-- May	1	36		36
	20	180		216
	25		72	144

STOCK RECORD CARD

ITEM Fine Point Pens - Black Maximum 225
STOCK NO. FP-BLA-87 Minimum 30
UNIT Dozen

Date		Quantity Received	Quantity Issued	Balance
19-- May	1	50		50
	20		20	30
	25	100		130

STOCK RECORD CARD

ITEM Third-Cut File Folders Maximum 150
STOCK NO. TC-345-67 Minimum 25
UNIT Box of 100

Date		Quantity Received	Quantity Issued	Balance
19-- May	1	29		29
	2	100		129
	7		36	93

STOCK RECORD CARD

ITEM Folder Labels Maximum 100
STOCK NO. LL-888-CL Minimum 15
UNIT Pkg. of 100

Date		Quantity Received	Quantity Issued	Balance
19-- May	1	32		32
	2		2	30
	7		20	10
	15	25		35

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

STOCK RECORD CARD

ITEM Ace paper clips Maximum 125
STOCK NO. AC-C75-98 Minimum 20
UNIT Box of 1,000

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	26		26
	4		10	16
	7	75		91
	14		48	43
	30		21	22

STOCK RECORD CARD

ITEM Ace Staples Maximum 200
STOCK NO. ST-APT-33 Minimum 35
UNIT Box of 5,000

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	105		105
	2		45	60
	10		35	25
	14	125		150

STOCK RECORD CARD

ITEM Ace Staples Maximum 175
STOCK NO. X8-788-66 Minimum 30
UNIT Each

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	21		21
	10	125		146
	20		25	121

STOCK RECORD CARD

ITEM IBM magnetic Cards Maximum 1000
STOCK NO. MC-IBM-70 Minimum 100
UNIT Box of 40

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	110		110
	2		10	100

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

STOCK RECORD CARD

ITEM Red Rubber Bands Maximum 50
STOCK NO. RB-775-44 Minimum 25
UNIT Box of 100

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	2	50		50
	3		35	15
	7	20		35

STOCK RECORD CARD

ITEM Gem Scissors 7½" length Maximum 15
STOCK NO. AS-35-1-3½ Minimum 2
UNIT Each

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	20		20
	3		5	15
	4		10	5

STOCK RECORD CARD

ITEM Hand Letter Opener Maximum 27
STOCK NO. HL-098-78 Minimum 7
UNIT Each

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	2	27		27
	7		7	20
	8		6	14
	9		4	10

STOCK RECORD CARD

ITEM Adding machine tape Maximum 15
STOCK NO. AM-8888-9 Minimum 5
UNIT Case of 100

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	1	15		15
	2		5	10
	10		4	6

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

STOCK RECORD CARD

ITEM IBM Selectric typewriter ribbon — Maximum 20

STOCK NO. IBM-RR-999 — Minimum 5

UNIT Box of 10

Date		Quantity Received	Quantity Issued	Balance
19-- Mar	7	20		20
	9	2		22
	10		10	12

STOCK RECORD CARD

ITEM _____ Maximum _____

STOCK NO. _____ Minimum _____

UNIT _____

Date		Quantity Received	Quantity Issued	Balance

STOCK RECORD CARD

ITEM _____ Maximum _____

STOCK NO. _____ Minimum _____

UNIT _____

Date		Quantity Received	Quantity Issued	Balance

STOCK RECORD CARD

ITEM _____ Maximum _____

STOCK NO. _____ Minimum _____

UNIT _____

Date		Quantity Received	Quantity Issued	Balance

NOTES TO PLACE IN SECRETARY'S BOX

4-1-- I need another box of letterhead. Please order. Thanks! Sylvia Sidney	Could you get me 1 box memo pads? Bob Jones 4-1--
April 1, 19-- I'm out of carbon paper. The stock # is CP 18930. Jeanne Riley	1 April -- Need 1 box blue pens. Jack C.
4-1-- I Need some more mag cards. OMC-IBM-70 Martha Cox	April 4, 19-- 1 Bx. ½ size NSB stationery. Sandy Duncan
April 1, 19-- Out of second sheets for carbons. Also need more letterhead. Thanks a lot! Janice Lee	April 9, 19-- 1 bx. Golden labels (FL-1MM-775) Susan L.

4-4-- I'm out of envelopes. Please send me a new box. Thank you, Debra	4-7-- I'm going to need 3 erasers. Please get them for me as soon as possible. (EE-768-55) Ruth
April 4, 19-- Please send me some pink memo pads. # MO-333-45 JoAnn	April 7, 19-- Need carry second sheets! Points! Planks! Barbara
April -- 1 Box Ace Paper Clips, please. Connie	4/7/-- 10 Lex Rubber Bands. Mike
April 4, 19-- Out of ½ size letter-head. Please send me one ream as soon as possible. Lisa	4-7-- Out of mag cards. Need one box. # MC-IBM-70 Regina

4/14/-- Need immediately 1 box of IBM Selectric Ribbons. Vera	4-17-- 6 Memo Pads. Diana
April 14, 19-- Need 1 box of ½ size letterhead. Shirley	4-17-- 1 Pkg. Carbon Paper. Aileen
April 14, 19-- Need Ace Scissors 9" length. Judy	4-17-- I want a new typewriter! My old one is dead! IBM Executive would be nice. Sue
Need one box of adding machine tape Short. (Remington - AM - 8888-9) April 14 Sandy	April 17-19-- In urgent need of a new adding machine ribbon. Please secure promptly. John

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

STOCK RECORD CARD

ITEM _____ Maximum _____

STOCK NO. _____ Minimum _____

UNIT _____

Date	Quantity Received	Quantity Issued	Balance

STOCK RECORD CARD

ITEM _____ Maximum _____

STOCK NO. _____ Minimum _____

UNIT _____

Date	Quantity Received	Quantity Issued	Balance

STOCK RECORD CARD

ITEM _____ Maximum _____

STOCK NO. _____ Minimum _____

UNIT _____

Date	Quantity Received	Quantity Issued	Balance

STOCK RECORD CARD

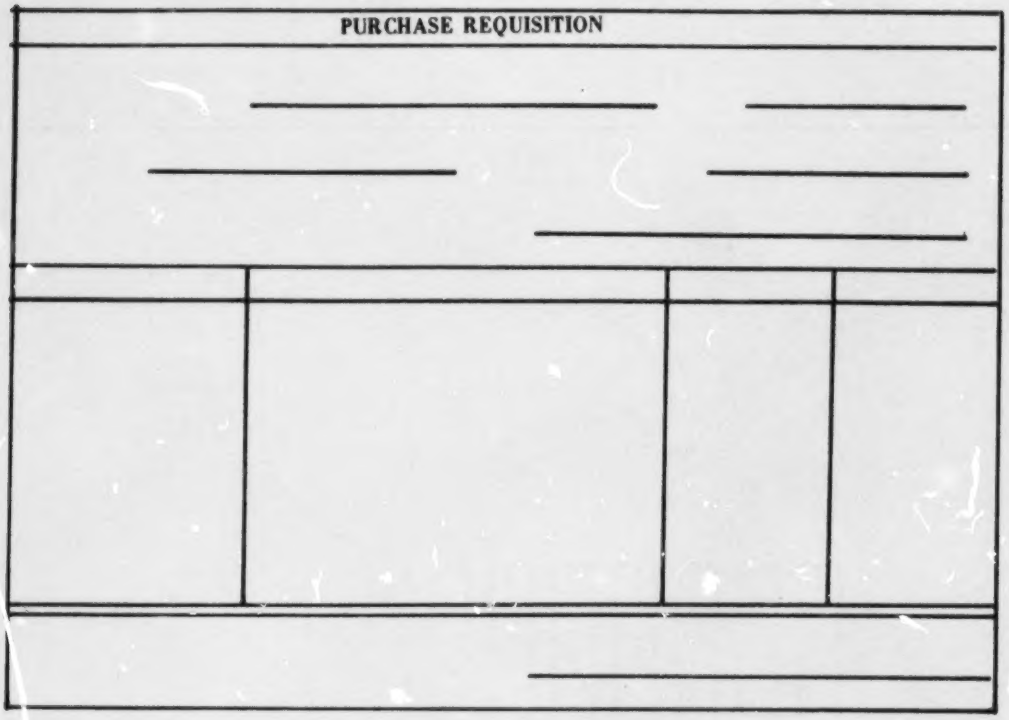
ITEM _____ Maximum _____

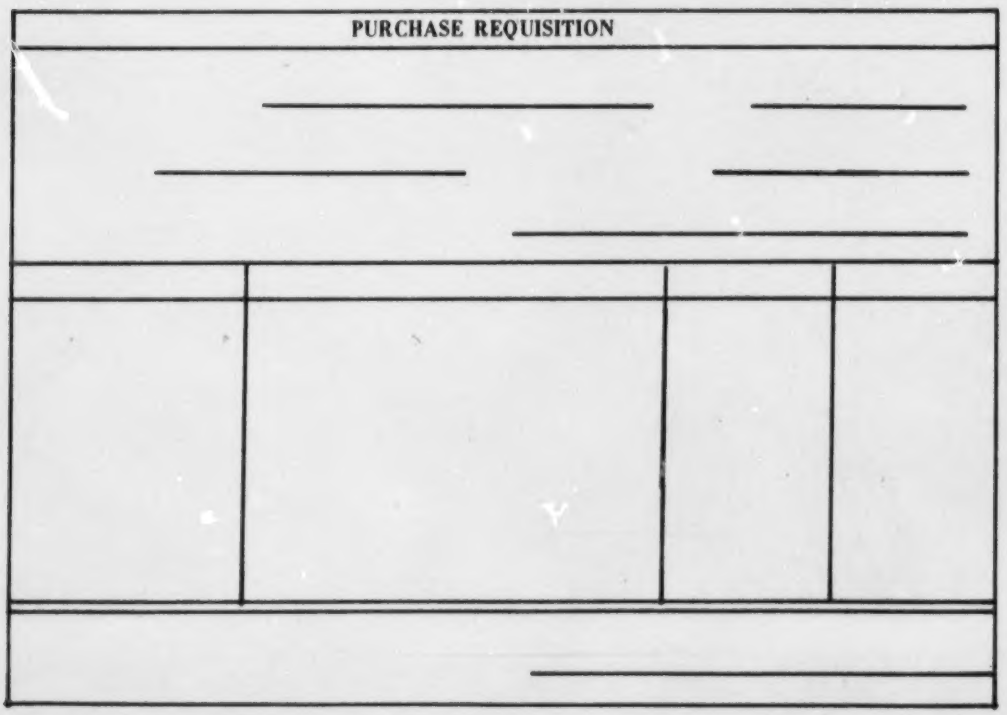
STOCK NO. _____ Minimum _____

UNIT _____

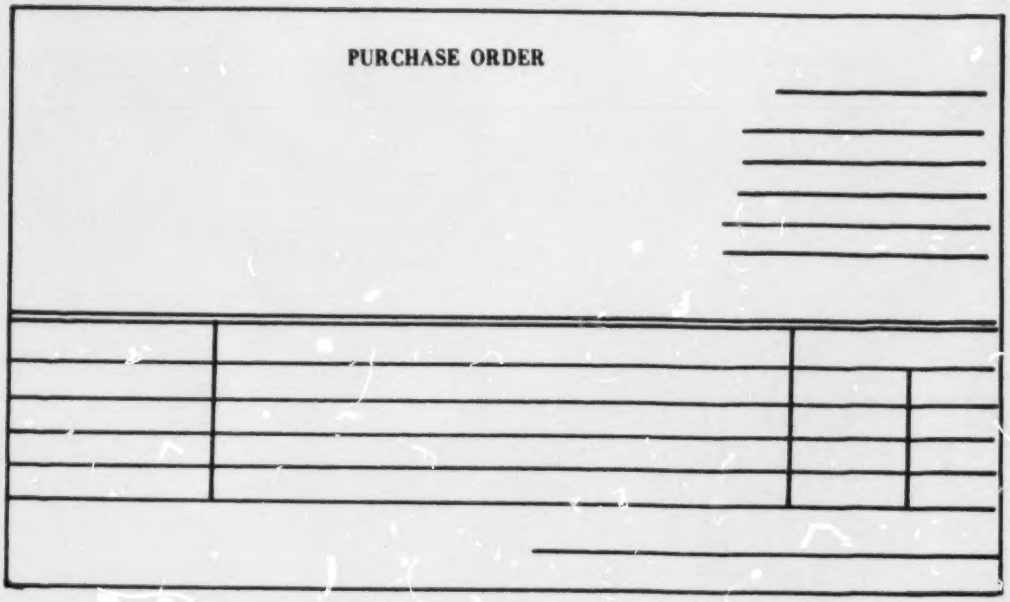
Date	Quantity Received	Quantity Issued	Balance

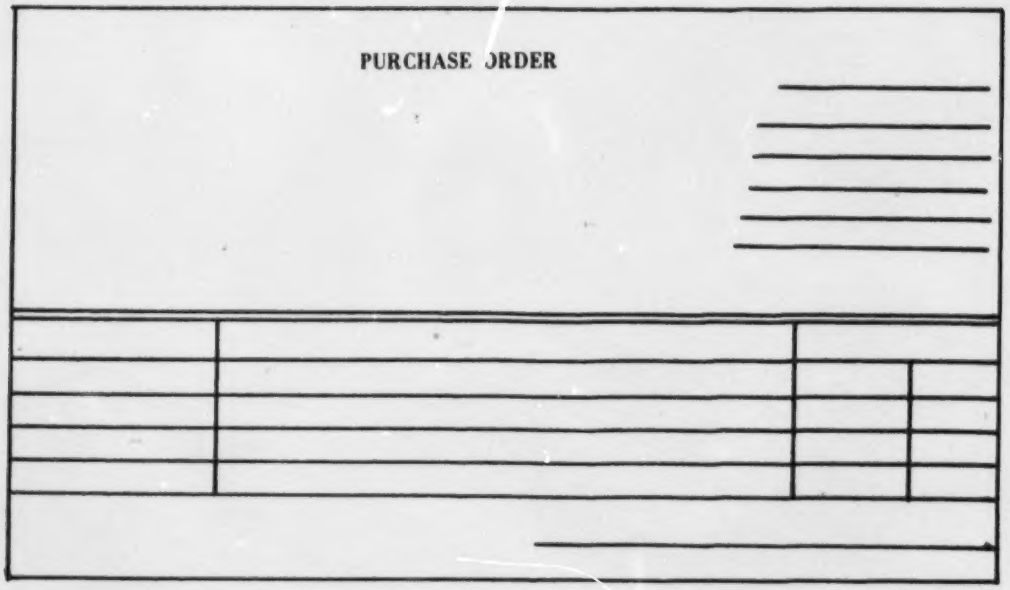
CHECK OUT ACTIVITY





CHECK OUT ACTIVITY





KEY
STUDENT SELF-CHECK 1

1. description
2. two
3. heading
4. body
5. number
6. description
7. unit price
8. extension
9. approved
10. proofread

KEY

STUDENT SELF-CHECK II

Note date of receipt, determine the source of items and send to department requesting material, along with requisition. Be sure to note any substitutions which have been made on the requisition and also any items which are on order. Be sure to indicate on the requisition that it has been thoroughly processed.

INSTRUCTOR'S FINAL CHECKLIST PREPARING AND PROCESSING REQUISITIONS		
ACTIVITY	RATING	
	Acceptable	Unacceptable
1, Student typed the requisitions with 100 % accuracy.		
2. The student selected the appropriate supplier.		
3. The student figured prices (unit, extension and totals) correctly.		
4. The student placed the copy in correct alignment.		
5. The student verified requisitions and proofread.		
6. The student gave a complete description of the item to be ordered.		
7. The requisition was sent to the proper person for approval.		
8. The student dated the requisition when received.		
9. The student properly determined the source of the items requested.		
10. The student obtained approval for requests when appropriate.		
11. The student forwarded items to the person requesting materials by attaching a copy of the requisition and noting any substitutions or materials on order.		
12. The student indicated on the requisition that the order was completely processed.		

PERFORMING CLERICAL ACTIVITIES

ORDER CLERK

INSTRUCTOR'S MANUAL

Prepared by

Maleeta M. Jones

These materials support
Performance Objectives 6, 43 of the
V-TECS Secretarial Catalog

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Office of Vocational Education
Office Occupations Education
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INSTRUCTOR'S DIRECTIONS

Please review this module carefully before beginning instruction. You will need to duplicate the following perishable items:

1. Secretary notes (pages 15-17) – may be duplicated and cut apart for Check Out Activity.
2. Stock Record Cards (page 18) – need 14 cards per student.
3. Purchase Requisition Form (page 19) – need 5 forms per student.
4. Purchase Order Form (page 20) – need 5 forms per student.
5. Instructor's Final Checklist (page 23) – for your evaluation, you will need 1 for each student.

You may add realism to the problem by allowing students to use catalogs which you have on hand to order materials. You may even suggest that the student order what he/she thinks would be needed to outfit an office desk, and grade accordingly.

Keys to the Check Out Activities are on the following pages.

Transparencies and overlays are provided for convenience in teaching the use of purchase requisitions, purchase orders, and stock record cards.

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS
KEY
CHECK OUT ACTIVITY

STOCK RECORD CARD

ITEM 8½ x 11 DSB Letterhead Maximum 2400
STOCK NO. NS-L89-07 Minimum 1000
UNIT Ream

Date		Quantity Received	Quantity Issued	Balance
19 Apr	-- 1			1800
	1		2	1798

STOCK RECORD CARD

ITEM Blue Midnight Carbon Paper Maximum 360
STOCK NO. CP-189-30 Minimum 25
UNIT Box of 100

Date		Quantity Received	Quantity Issued	Balance
19 Apr	-- 1			174
	1		1	173
	17		1	172

STOCK RECORD CARD

ITEM IBM Magnetic Cards Maximum 1000
STOCK NO. MC-IBM-70 Minimum 100
UNIT Box of 40

Date		Quantity Received	Quantity Issued	Balance
19 Apr	-- 1			100
	1		1	99
	3	100		199
	7		1	198

STOCK RECORD CARD

ITEM Canary Second Sheets Maximum 400
STOCK NO. 3S-873-90 Minimum 80
UNIT Ream

Date		Quantity Received	Quantity Issued	Balance
19 Apr	-- 1			240
	1		1	239
	7		1	238

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

KEY
CHECK OUT ACTIVITY

STOCK RECORD CARD

ITEM Mama Pads Maximum 100
STOCK NO. MO-333-45 Minimum 10
UNIT Box of 100

Date		Quantity Received	Quantity Issued	Balance
19 Apr	-- 1			60
	1		1	59
	4		1	58
	17		1	57

STOCK RECORD CARD

ITEM Fine Point Pens - Blue Maximum 225
STOCK NO. FP-BLU-99 Minimum 30
UNIT Dozen

Date		Quantity Received	Quantity Issued	Balance
19 Apr	-- 1			144
	1		1	143

STOCK RECORD CARD

ITEM 5 x 8½ NRB Letterhead Maximum 288
STOCK NO. NS-H90-10 Minimum 48
UNIT Ream

Date		Quantity Received	Quantity Issued	Balance
19 Apr	-- 1			290
	4		2	288
	14		1	287

STOCK RECORD CARD

ITEM Folder Labels Maximum 100
STOCK NO. LL-888-CU Minimum 15
UNIT Pkg. of 100

Date		Quantity Received	Quantity Issued	Balance
19 Apr	-- 1			35
	4		1	34

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

KEY
CHECK OUT ACTIVITY

STOCK RECORD CARD

ITEM Manila Envelopes (Large) Maximum 750
STOCK NO. EN-234-99 Minimum 75
UNIT Box of 500

Date		Quantity Received	Quantity Issued	Balance
19-- Apr	1			750
	4		1	749

STOCK RECORD CARD

ITEM Ace Paper Clips Maximum 125
STOCK NO. AC-C75-98 Minimum 20
UNIT Box of 1,000

Date		Quantity Received	Quantity Issued	Balance
19-- Apr	1			22
	4		1	21

STOCK RECORD CARD

ITEM Easy-2-Erase Erasers Maximum 525
STOCK NO. EE-876-55 Minimum 50
UNIT Dozen

Date		Quantity Received	Quantity Issued	Balance
19-- Apr	1			247
	7		1	246

STOCK RECORD CARD

ITEM Rgt Rubber Bands Maximum 50
STOCK NO. RB-775-44 Minimum 25
UNIT Box of 100

Date		Quantity Received	Quantity Issued	Balance
19-- Apr	1			35
	7		1	34

STOCK RECORD CARDS FOR PROCESSING REQUISITIONS

KEY
CHECK OUT ACTIVITY

STOCK RECORD CARD

ITEM IBM Selectric Typewriter Ribbon Maximum 20
STOCK NO. IBM-RR-999 Minimum 5
UNIT Box of 10

Date		Quantity Received	Quantity Issued	Balance
19 -- Apr	1			12
	14		1	11

STOCK RECORD CARD

ITEM Adding Machine Tape Maximum 15
STOCK NO. AM-8888-9 Minimum 5
UNIT Case of 100

Date		Quantity Received	Quantity Issued	Balance
19 -- Apr	1			6
	14		1	5
	16	10		15

STOCK RECORD CARD

ITEM _____ Maximum _____
STOCK NO. _____ Minimum _____
UNIT _____

Date		Quantity Received	Quantity Issued	Balance

STOCK RECORD CARD

ITEM _____ Maximum _____
STOCK NO. _____ Minimum _____
UNIT _____

Date		Quantity Received	Quantity Issued	Balance

KEY
(For Teacher)

PURCHASE REQUISITION

DEPARTMENT: BOOKKEEPING **NO.** 1

DATE: April 1, 19– **DATE WANTED:** April 9, 19–

EMPLOYEE REQUESTING GOODS: Student's name

QUANTITY	ITEM DESCRIPTION	PRICE	EXTENSION
2 reams	8½ x 11 NSB Letterhead NS-L89-07		
1 box	Blue Midnite Carbon Paper CP-189-30		
1 ream	Canary Second Sheets, SS-873-90		
1 box	IBM Magnetic Cards, MC-IBM-70		
1 box	Pink Memo Pad, MO-333-45		
1 box	Blue Pens, FB-BLU-99		

APPROVED BY: _____

PURCHASE REQUISITION

DEPARTMENT: BOOKKEEPING **NO.** 2

DATE: April 4, 19– **DATE WANTED:** April 11, 19–

EMPLOYEE REQUESTING GOODS: Student's name

QUANTITY	ITEM DESCRIPTION	PRICE	EXTENSION
1 pkg.	Folder Labels, LL-888-CU		
2 reams	Half-size stationery, NS-H90-10		
1 box	Envelopes, large, EN-234-99		
1 box	Pink Memo pads, MO-333-45		
1 box	Ace paper clips,AC-C75-98		

APPROVED BY: _____

PURCHASE REQUISITION

DEPARTMENT: BOOKKEEPING **NO.** 3

DATE: April 7, 19– **DATE WANTED:** April 14, 19–

EMPLOYEE REQUESTING GOODS: Student's Name

QUANTITY	ITEM DESCRIPTION	PRICE	EXTENSION
1 doz.	Erasers, EE-876-55		
1 ream	Canary Second Sheets, SS-873-90		
1 box	Rubber Bands, RB-775-44		
1 box	IBM Mag. Cards, MC-IBM-70		

APPROVED BY: _____

PURCHASE REQUISITION

DEPARTMENT BOOKKEEPING NO. 4

DATE April 14, 19– DATE WANTED April 21, 19–

EMPLOYEE REQUESTING GOODS Student's name

QUANTITY	ITEM DESCRIPTION	PRICE	EXTENSION
1 box	Selectric Ribbons, IBM-RR-999		
1 ream	Half-size Stationery, NS-H90-10		
1 pr.	Scissors, 9'' length		
1 case	Adding Machine Tape, AM-8888-9		

APPROVED BY _____

PURCHASE REQUISITION

DEPARTMENT: BOOKKEEPING **NO.** 5

DATE: April 17, 19– **DATE WANTED:** April 24, 19–

EMPLOYEE REQUESTING GOODS: Student's Name

QUANTITY	ITEM DESCRIPTION	PRICE	EXTENSION
1 box	Pink Memo Pads, MO-333-45		
1 box	Carbon Paper, CP-189-30		
1	IBM Executive Typewriter, green		
1	Adding Machine Ribbon Remington		

APPROVED BY: _____

PURCHASE ORDER

NATIONAL STATE BANK
123 East Main Street
Charleston, SC 29401

TO Name and address of any supplier you choose

ORDER NO. 1
DATE April 1, 19–
SHIP VIA Truck
SHIP TO NSB
DATE WANTED April 3, 19–
TERMS _____

QUANTITY	DESCRIPTION	UNIT PRICE	
100 boxes	IBM Magnetic Cards, MC-IBM-70	150	00

BY _____
Purchasing Agent or Order Clerk

PURCHASE ORDER

ORDER NO. 2

NATIONAL STATE BANK
123 East Main Street
Charleston, SC 29401

DATE April 14, 19–
SHIP VIA Truck
SHIP TO NSB
DATE WANTED April 17, 19–
TERMS

TO Any Supplier You Choose

QUANTITY	DESCRIPTION	UNIT PRICE	
1	Ace Scissors, 9'' length	1	95

BY _____
Purchasing Agent or Order Clerk

PURCHASE ORDER

ORDER NO. 3

NATIONAL STATE BANK
123 East Main Street
Charleston, SC 29401

DATE April 14, 19–
SHIP VIA Truck
SHIP TO NSB
DATE WANTED April 16, 19–
TERMS

TO
Any Supplier You Choose

QUANTITY	DESCRIPTION	UNIT PRICE	
10 cases	Remington adding machine tape	$402	50
	AM-8888-9		

BY _____
Purchasing Agent or Order Clerk

PURCHASING ORDER

NATIONAL STATE BANK
123 East Main Street
Charleston, SC 29401

ORDER NO. 4
DATE April 17, 19–
SHIP VIA Truck
SHIP TO NSB
DATE WANTED April 20, 19–
TERMS

TO
Any Supplier You Choose

QUANTITY	DESCRIPTION	UNIT PRICE	
1	IBM Executive Typewriter, Green	850	00

BY _____
Purchasing Agent or Order Clerk

PURCHASE ORDER

ORDER NO. 5

NATIONAL STATE BANK
123 East Main Street
Charleston, SC 29401

DATE April 17, 19–
SHIP VIA Truck
SHIP TO NSB
DATE WANTED April 20, 19–
TERMS _____

TO Any Supplier You Choose

QUANTITY	DESCRIPTION	UNIT PRICE	
1 box	Adding Machine Ribbons, Remington	12	00
	6 per box		

BY _____
Purchasing Agent or Order Clerk

STOCK RECORD CARD TRANSPARENCY

STOCK RECORD CARD

ITEM _____ MAXIMUM _____

STOCK NO _____ MINIMUM _____

UNIT _____

DATE	QUANTITY RECEIVED	QUANTITY ISSUED	BALANCE
19 —			

If a company handles ten different grades of a certain item, there will be ten different stock cards.

Unit is for unit of measure. (Example, each; dozen; gross; etc.)

Maximum represents the most that should ever be on hand.

Minimum is the least amount on hand to meet present needs.

WHEN BALANCE FALLS BELOW MINIMUM, STOCK MUST BE REPLENISHED BY MEANS OF A PURCHASE ORDER.

STOCK RECORD CARD OVERLAY #1

PURCHASE ORDER TRANSPARENCY

PURCHASE ORDER

NATIONAL STATE BANK
123 East Main Street
Charleston, SC 29401

ORDER NO. _____

DATE _____

SHIP VIA _____

SHIP TO _____

TO

DATE WANTED _____

TERMS _____

QUANTITY	DESCRIPTION	UNIT PRICE	
	BY _____ Purchasing Agent or Order Clerk		

Name and [
address of [
Supplier. [

Body of order [
containing [
number of item [
wanted, complete [
description, and [
price.

PURCHASE ORDER OVERLAY#1

PURCHASE REQUISITION TRANSPARENCY

PURCHASE REQUISITION			
DEPARTMENT: _____ NO. _____			
DATE: _____ DATE WANTED: _____			
EMPLOYEE REQUESTING GOODS: _____			
QUANTITY	ITEM DESCRIPTION	PRICE	EXTENSION
APPROVED BY			

Information [
pertaining [
to origin [
of [
order. [

No. of items	Complete description	Unit price	Total

PURCHASE REQUISITION OVERLAY #1